



Affinity Group 3

August 15, 2017

- The University of Wisconsin Service Center will*
- *Serve...the people of the University of Wisconsin System*
 - *Collaborate...by being supportive and constructive*
 - *Act with Integrity...always and in all matters*

Agenda

- Affinity Groups:
 - HR, PY and Benefits Conference Follow Up
 - 30 Day Entry Restriction Clarification
 - HRS Project Readiness Landing Page
 - Questions on HRS 9.2 Maintenance & New Functionality, BAS, or COBRA?
- Benefits:
 - HRS Updates
 - Annual Benefits Enrollment (ABE)
- Payroll:
 - Mailed Checks have not arrived
- Security:
 - Bi-annual HRS User Attestation Process
- August Calendar Review

ABE Training – Save the Dates

When:

- **Thursday, September 28, 2017**
 - ETF It's Your Choice (Crowne Plaza): 9 a.m. to 12 p.m.
 - Benefit Administrator Training*: 1 p.m. to 4 p.m.
- **Friday, September 29, 2017**
 - UWSA OHRWD Policy and Plan Review*: 9 a.m. to 12 p.m.

* Where:

Room 217 A&B (*Blackboard Collaborate will be available for UW Trainings*)

660 W. Washington Avenue, Suite 201

Madison, WI 53703

ABE HRS Readiness

For a successful ABE the following HRS reports need to be kept current:

- New Hire Hold Report
- MSC Event Evaluation Report
- WED Reports

Contact your Affinity Group with questions or concerns with readiness and training needs.

Agenda

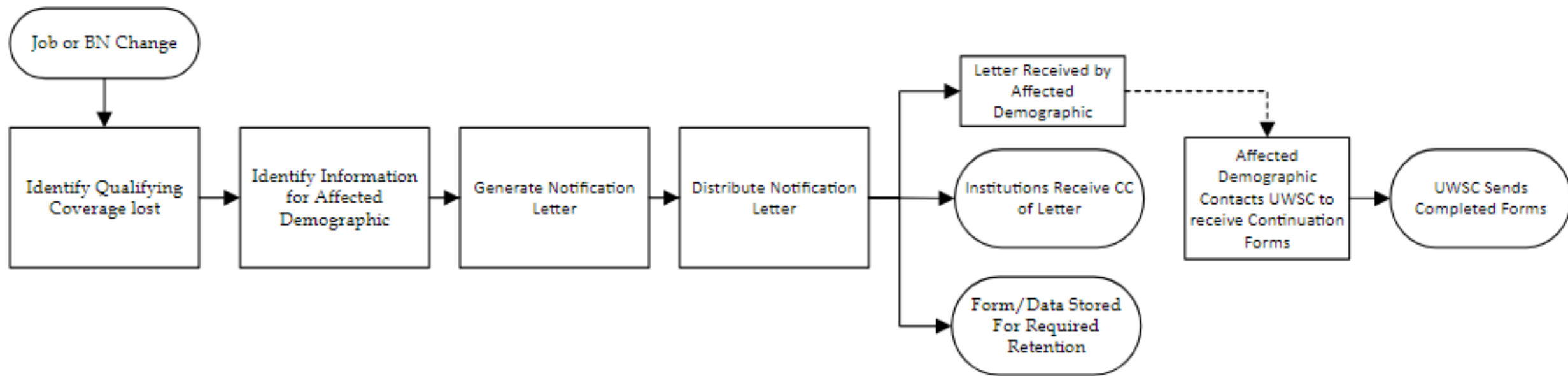
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Agenda

- BN:
 - COBRA
- HR:
 - Return from SWB/Encumbrance/C-Basis Increases
 - C-Basis Rate Review
- AM:
 - Sick Leave Reduction
 - New Absence Management Report
 - Sick Leave issue identified
- PY:
 - 2018 Pay Calendars now available
 - Non Standard Payroll Calc Schedule
 - August Calendar Review

BN: COBRA

- Future COBRA process: send letters to employee and follow up with the forms for those that request them
- At the conference, it was asked if institutions could start that approach now



BN: COBRA

- YES WE CAN!
- Attached is the letter to send to employees
- Letters have been approved by UW System General Counsel and ETF and should NOT be changed
 - Exception is contact information on page 2
- Complete the letters with the information that is required (items in red on pages 1 and 2)

BN: COBRA

[Employee Name]
[Employee Address]
[City, State Zip]

IMPORTANT INFORMATION: COBRA Continuation Coverage and other Health Coverage Alternatives

[Enter date of notice]
Employee ID: [xxxxxxx]
Institution: [business unit]

Dear: [Employee Name]

This notice has important information about your right to continue your health care coverage in the *State Group Health Insurance Program* (the Plan), as well as other health coverage options that may be available to you, including coverage through the Health Insurance Marketplace at www.HealthCare.gov or call 1-800-318-2596. You may be able to get coverage through the Health Insurance Marketplace that costs less than COBRA continuation coverage. Please read the information in this notice very carefully before you make your decision.

You are receiving this notice because your coverage under the Plan will end on [enter date] due to [check appropriate]:

End of employment (18 Months) Reduction in hours of employment (18 Months)
 Death of employee (36 Months) Divorce or legal separation (36 months)
 Entitlement to Medicare Loss of dependent child status (36 Months)

Federal law requires that most group health plans (including this Plan) give employees and their families the opportunity to continue their health care coverage through COBRA continuation coverage when there's a "qualifying event" that would result in a loss of coverage under an employer's plan.

You and your eligible dependents were enrolled in the following plans at the time of coverage loss: :
{Return current plan name, coverage level and premium enter amount each qualified beneficiary will be required to pay for each option per month of coverage and any other permitted coverage periods}

Health Dental Vision Plans

Plan Name [Dean with Dental]
Coverage Level/Premium Family / \$1,610.18
Dependents/Relationship
Dependent 1 - Relationship _____
Dependent 2 - Relationship _____
Dependent 3 - Relationship _____

University of Wisconsin Service Center
660 W. Washington Ave., Suite 201, Madison, WI 53703

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RBK/Encumbrance/C-Basis Increases

- **August 30** – Return from Short Work Break (RBK) Batch Process runs
- **August 30** – C-Basis Encumbrance Batch Process runs
- **August 31** - UW Service Center inserts job row in HRS with effective date equal to the date of each institution's academic year for C-basis staff.
 - Proposed Rate Adjustments (various Action Reasons/Excluding UW Madison)
 - Faculty Promotion Adj (003) (Excl. UW Madison)
 - **DO NOT** enter the above manually
 - Title changes are NOT loaded to HRS (require manual entry)

C-Basis Rate Review

- **Week of August 28** – UW Service Center provides HR and Budget Directors a report of C-basis rates that loaded from the CAT
 - Includes list of all C-basis rates that were loaded
 - Includes list of increases not loaded (ex. position number mismatches, future transfers, rehires)
- **September 1 to September 8 – institution review period**
 - Institutions process their own corrections or submit corrections to the UW Service Center
 - C-Basis terminations after start date of academic year-UW Service Center will manually enter rate increases for these employees (institutions should monitor and verify)

AM: Sick Leave Reduction

- Monday, August 21st we will send a file of everyone that received a sick leave reduction along with a sample letter they can use to send to the employees affected
- Reports that are still missing are subject to the reduction. Late reports turned in with leave accounting used must be entered so the balance will decrement
- They will subsequently get the SL reduction reversed up to the November confirm date
- After the initial communication, reminders may be needed to be sure they have checked the data for possible errors like multiple records not processing correctly, entered the data on the wrong record, entered the wrong dates all possibly leading to a missing report that truly was turned in but didn't process due to incorrect data or entry. Those are the types of changes allowed up to November Confirm.
- **Reminder:** Current 2017 summer session employees should be entering their summer leave before their primary job starts. Missing summer of 2017 affects next year's sick leave reduction exercise.

AM: New - Leave Balance Report

- *Navigation: Main Menu>UW Absence Management Reports>Leave Balance Report*
- Replaces the End of Year Report
- New report displays more balance types. Will display the following balance types with positive remaining leave balances
 - ALRA & ALRA counter
 - Banked leave (formally Sabbatical)
 - Comp time and comp time carryover
 - Legal holiday & legal holiday earned-used balance
 - Personal holiday
 - Sick leave
 - Vacation, vacation carryover & vacation earned – used balance
- ZERO balances will not display

AM: New Leave Balance Report

Updated Functionality

- Identify employees who have balances that need to be used by the end of the calendar/fiscal year to avoid loss
- Verify any balances by employee or department
- Displays balances in Results by Calendar updated with each absence calculation.
- Use the most recent pay period end date or the currently open calendar to give the most up to date balance.
- Keep in mind Sick leave balances will have expected earnings for the month/pay period. Expected earnings cannot be used until the next month. We are displaying the SL Balance not the SL ERN (available to use balance).

AM: New Leave Balance Report

- Example:
- On 8/14/17 the 08M calendar is open but not confirmed. The 08B calendar is open and not confirmed. If you ask for the balances as of the 8M or 8B, it will show you the balance with the expectation they will work the whole period. This could change because it is not confirmed. If takes are entered or hours are not worked, this number will change by the payroll confirm.
- If you want to see what the balances were on 06M request balances for that timeframe. It will show the most up to date data, **for that time**, including any changes that took place between then and now.
- Brand new employee is hired on 09/1/17. Balances are requested for the 09M. You will see 8 hours of SL for a balance but they can't be taken until 10/1/17.

AM: Sick Leave Balance Issue Identified

- Summer Session employees on break from their normal C-basis position may see their sick leave balance reduce to 0 on the bottom of their summer session earnings statement
- Hours are not pulling over from the old FY to the new FY. **The hours are not lost!**
- Work is being done to restore hours no later the 10/1 earnings statement for the C-basis job

PY: Non-Standard Payroll Calc Schedule

2017BW08B:

- 8/18 – Paysheet Create (overnight)
- 8/21 – Payline Request Deadline (4:30 pm)
- 8/21 – Payline & Retro Load (overnight)
- 8/22 – FICA Deadline (noon)
- 8/23 – Final Calc & Confirm (10:00 am)

2017UNC08:

- 8/23 – Paysheet Create (overnight)
- 8/24 – Payroll Edit May be Delayed
- 8/25 – Payline Request Deadline (4:30 pm)
- 8/25 – FICA Deadline (4:30 pm)
- 8/26 – Payline & Retro Load (overnight)
- 8/28 – Final Cal & Confirm (10:00 am)

PY: 2018 Pay Calendars

- 2018 Pay Calendars are now available on our HRS Administration page
- Navigation: <https://uwservice.wisconsin.edu/administration/payroll/>

Payroll



Topics are arranged in alphabetical order. Click the [+] and [-] buttons to add/remove **Favorite** topics. Click the light bulb to suggest a link. Some topic blocks can be expanded to reveal more content - click the 'Expand' button that appears at the bottom of the block.

Academic Year Paycheck Options +

SC Web

- [Employee Landing page](#)
- [Direct Deposit Authorization form](#)
- [PMO Project page](#)

Additional Pay +

SC Web

- [Complete an Additional Pay form](#)

KB Docs

- [Enter Additional Pay](#)
- [More Additional Pay Topics](#)

Calendars -

SC Web

- [UW Payroll Calendar - Online Tool](#)
- [2017 UW Payroll Calendar \(PDF\)](#)
- [2017 UW Employee Payroll Calendar \(PDF\)](#)
- [Summer 2017 Calendars](#)
- [Academic Payroll Calendars for 9 Month \(C-Basis\) Employees](#)
- [Legal Holidays](#)
- [Historical Calendars and Schedules](#)

Collapse

Institution Feedback

- UW Colleges
- UW Extension
- UW- Green Bay
- UW- Parkside
- UW-River Falls
- UW System Administration
- UW-Stout
- UW-Superior

PY: Calendar Review – August 2017

August 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 [8M] Pay Period Begin [7M] Pay Date	2	3 [7B] Pay Date	4	5 [8A] Pay Period End
6 [8B] Pay Period Begin [8A] 1st Batch Prelim Calc	7 [8A] 2nd Batch Prelim Calc	8 [8A] 3rd Batch Prelim Calc [8A] Payroll and Benefit Retro and Payline Load	9 [8A] 4th Batch Prelim Calc [8A] FICA Deadline	10 [8A] Final Calc [8A] Confirmation Deadline (Eve)	11	12
13	14	15	16	17 [8A] Pay Date	18 [8B] 1st Batch Prelim Calc	19 [8B] Pay Period End
20 [9A] Pay Period Begin [8B] 2nd Batch Prelim Calc	21 [8B] 3rd Batch Prelim Calc [8B] Payroll and Benefit Retro and Payline Load	22 [8B] FICA Deadline [8B] 4th Batch Prelim Calc	23 [8B] Final Calc [8B] Confirmation Deadline (Mor) [8M] 1st Batch Prelim Calc	24 [8M] 2nd Batch Prelim Calc	25 [8M] 3rd Batch Prelim Calc	26 [8M] 4th Batch Prelim Calc [8M] Payroll and Benefit Retro and Payline Load
27 [8M] 5th Batch Prelim Calc [8M] FICA Deadline	28 [8M] Final Calc [8M] Confirmation Deadline (Mor)	29	30	31 [8M] Pay Period End [8B] Pay Date	1	2

Contact Us

Contact your Affinity Group via Telephone, Email, Web Forms or Chat

Visit our support page at <https://kb.wisc.edu/hrs/page.php?id=17960>

AG Support phone numbers

7:45 a.m. - 4:30 p.m.
5 days a week (Mon-Fri)

AG1: (888) 298-0141 (toll free) or
(608) 262-0600

AG2: (888) 298-0151(toll free) or
(608) 262-0419

AG3: (888) 298-4159 (toll free) or
(608) 262-6093

AG Support email addresses

7:45 a.m. - 4:30 p.m.
5 days a week (Mon-Fri)

AG1: ag1@uwsa.edu

AG2: ag2@uwsa.edu

AG3: ag3@uwsa.edu

LiveChat & Webforms

7:45 a.m. - 4:30 p.m.
5 days a week (Mon-Fri)

[Click here to chat with a support agent](#)

[Use our web form to submit an incident](#)

Support Request - Emails

- **Please include the following in the subject line of your email:**

Description – EE Name – Empl Id/EmplRcd

- **Example Email Subject:**

- *W2 Inquiry - Buckingham U Badger - 01234567/0*